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Approved For Release 2003/12/18 : CIA-RDP71B00529R000100100016-6

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DD/S&T# 3941-68

10 OCT 1968

Adm - 12.1 { Proposed
notice

IN REPLY REFER TO:
Job 5219

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Science and Technology
Deputy Director for Plans
Deputy Director for Intelligence
Inspector General
General Counsel

SUBJECT : Proposed Revision of [] Requests for
Agency Officials as Guest Speakers

25X1

1. We forward for your concurrence or comments the attached revision, which was proposed by the Director of Training to achieve a more concise statement of procedure and, by reordering paragraphs a and c, to place more emphasis on providing guest speakers for other members of the Intelligence Community and less on satisfying requests from nongovernment groups. Additions and deletions are shown by underscoring and crosshatching.

2. Questions you may have should be referred to [] Office of Training, extension []
Your concurrence or comments are requested within 20 work-days. A concurrence sheet is attached for your convenience.

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25X1A

[]
Chief, Support Services Staff

Attachments:

1. Proposed Revision of []
2. Concurrence Sheet

25X1

cc: D/S
Assistant to the DCI
D/T
SSA-DDS

**DD/S&T
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GROUP 1
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Concurred []

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TRAINING

 DRAFT A

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9. REQUESTS FOR ~~CIA~~ AGENCY OFFICIALS AS GUEST SPEAKERS. ~~CIA is~~
~~often requested to supply~~ The Agency provides guest speakers for
~~public functions of non-Government organizations and groups,~~ presen-
tations at facilities operated by members of the Intelligence Community
and at facilities of agencies outside the Community. It also provides
speakers for presentations to non-Government groups such as business,
~~and professional organizations,~~ and civic organizations/ and univer-
~~sities.~~ as well as to regularly provide guest speakers for schools
and colleges operated by the Department of Defense and for other
Government training activities. In order to designate a central point
of administrative control for the various types of requests for
speakers, the following This paragraph outlines procedures shall be
followed for fulfilling requests for Agency speakers. It does not
affect requirements ofconcerning outside activities
of Agency employees.

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Formerly
 subparagraph
 c.

- a. REQUESTS FROM GOVERNMENT AGENCIES WITHIN THE INTELLIGENCE
 COMMUNITY. Requests ~~for guest speakers which come from members~~
~~of the Intelligence Community shall be forwarded~~ are sent to the
 Director of Training ~~who will take appropriate for~~ action, ~~and~~
~~inform~~ which includes notifying the Assistant to the Director of
 the action taken. ~~No approval is needed with respect to such a~~
~~request unless it presents a question of policy or the Director of~~
~~Training recommends to the Executive Director/Comptroller that the~~
~~request be denied.~~

(Job 5219-A-LRM)

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b. REQUESTS FROM GOVERNMENT AGENCIES OUTSIDE THE INTELLIGENCE COMMUNITY. Requests ~~for guest speakers which come from Government sources~~ from Government agencies outside the Intelligence Community shall be forwarded are sent to the Director of Training who ~~will review them and~~ recommends action to the Executive Director-Comptroller. The Director of Training also sends A a copy of the recommendation ~~will be forwarded~~ to the Assistant to the Director. If the request is approved by the Executive Director-Comptroller, the Director of Training ~~will take~~ completes the necessary action; if ~~not approved,~~ the request is disapproved, ~~the~~ the Director of Training ~~will advise~~ informs the requester, of the disapproval.

Formerly
subparagraph
a.

c. REQUESTS FROM NON-GOVERNMENT GROUPS. Requests ~~for CIA officials to speak before~~ from non-Government groups shall be forwarded ~~properly~~ are sent to the Assistant to the Director who ~~will review them and~~ recommends action to the Executive Director-Comptroller.

(1) If the request is approved by the Executive Director-Comptroller, the Assistant to the Director ~~will choose~~ selects ~~the~~ a text ~~of the~~ for presentation and ~~will refer the request to the Director of Training to select a speaker and arrange for his appearance,~~ which has been coordinated with the Director of Training and the Director of Security. The request is then sent to the Director of Training who arranges for a speaker. ~~Several prepared texts which have previously been coordinated with the Director of Training, the Director of~~

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~~Security~~ and the Assistant to the Director will be available for use. The text chosen by the Assistant to the Director in each instance will require no No further coordination or approvals are required unless there is to be a significant departure from ~~its contents~~ the original text is necessary to fulfill the request.

- (2) If the request is ~~not approved~~ disapproved by the Executive Director-Comptroller, the Assistant to the Director ~~will~~ informs the requester and the Director of Training.

This paragraph does not affect the requirements of [REDACTED]
[REDACTED] concerning the outside activities of Agency employees.

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DISTRIBUTION: AB

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